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Office of Public Instruction  
Denise Juneau, Superintendent

## Test Security Agreement for System Test Coordinators

### Test Security Agreement for System Test Coordinators MontCAS, Phase 2 2009 CRT and CRT-ALT

The undersigned is a System Test Coordinator for the CRT or CRT-ALT assessment (s) responsible for the training of educators who handle testing materials and/or administer the assessment(s).

The Montana Comprehensive Assessment System (MontCAS), Phase 2 requires that the test questions remain secure. To maintain the security of the tests, only authorized persons are permitted to use the test questions and reading passages. With the exception of questions and reading passages released by the Montana Office of Public Instruction with official reports and on the OPI Web site, all test questions, as well as reading passages and performance tasks, are to be regarded as secure instruments and are for the sole purpose of the Montana CRT and CRT-Alternate testing. Any other use of these materials requires the prior written consent of the Montana Office of Public Instruction.

As the System Test Coordinator, I have received and provided training in test security, handling of test materials, test administration, accommodations, and calculator use to the appropriate educators in my system such as school principals/authorized representatives, school test coordinators, and test administrators. I understand and have communicated to the appropriate educators that it is our professional responsibility to maintain the security of the test and test materials. This includes:

- Keeping testing materials secure;
- Not reproducing, discussing, or in any way releasing, sharing, or distributing test questions, reading passages, or performance tasks;
- Following procedures for materials handling and test administration outlined in the *Test Coordinators Manual*, *Test Administrator Manuals*, *OPI Accommodations Manual*, and *OPI Test Security Guidelines*;
- What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).

I have also provided each school principal with a Principals Test Security Agreement to be signed and returned to Measured Progress with used Student Response Booklets, the *2009 OPI Guidelines for Test Security*, and a master copy of the *Test Security Information for Test Administrators/Teachers* for distribution to all educators handling test materials and/or administering the assessment(s).

I understand and have communicated that a security breach could result in disciplinary action up to and including revocation of a professional license for the person responsible for the breach. It is also understood that a security breach could invalidate student scores and impact AYP determination(s). **Key information to be given to test administrators regarding test security and administration is on the reverse side of this document.**

\_\_\_\_\_  
Name (Printed)

\_\_\_\_\_  
School and System

\_\_\_\_\_  
Signature

**Please return this signed agreement to Measured Progress in one of the boxes of your school's used Student Response Booklets. Thank you.**

It is appropriate that professional educators receive training on test security and administration in order to fulfill their professional obligations. It is the responsibility of a professional educator to maintain the security of the test and the test materials.

The following list includes key information about test security and test administration:

- Test materials must be kept secure when not being used for testing.
- Test materials must not be reproduced (unless directed to do so for specific circumstances or assessments) or in any way released without the written consent of the Montana Office of Public Instruction.
- Test items, questions, reading passages, or performance tasks may not be shared or discussed.
- In the testing classroom:
  - What constitutes coaching?
  - What materials can and cannot be displayed in the testing classrooms?
  - How to administer the tests with accommodations?
- Follow procedures for materials handling and test administration outlined in the *Test Coordinators Manual* and the *Test Administrator Manual*. Copies of the appropriate manual are provided by the system or school test coordinator.
- Procedures in the *OPI Accommodations Manual* and *OPI Test Security Guidelines* must be followed
- What constitutes a security breach (specified in the OPI Test Security Guidelines and Test Security PowerPoint).
- All manuals and training PowerPoints for 2009 are on the OPI Website at the following link:  
<http://www.opi.mt.gov/Assessment/Phase2.html>